

## Statement of Deficiencies

### 713.A: Office of Public Health, State Fire, City Fire approval

Not Met

713.A: Current approvals by the Office of Public Health, Office of State Fire Marshal, City Fire (if applicable) and the Licensing Division shall be required before the expiration of an existing license.

#### Finding:

713.A Based on record review: The Provider lacked documentation of a current annual inspection and approval from Office of Public Health. The date of the last approval is May 23, 2016.

### 1507-A: Daily Attendance Records - Children

Not Met

1507-A: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

#### Finding:

1507-A Based on record review: The center failed to maintain daily attendance records for children including departure times, and first and last names of the person or entity to whom the child is released as documented on 12/18/17, 12/20/17, 12/21/17, 1/12/18, 1/31/18, 2/7/18, 2/15/18, 2/16/18, 2/23/18, 2/26/18, 3/9/18, 3/21/18, 5/29/18, and 7/16/18.

### 1507-B: Daily Attendance Records - Staff and Owners

Not Met

1507-B: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

#### Finding:

1507-B Based on record review: The center did not maintain complete daily attendance records for all staff members and owners including departure times. As noted on 5/31/18 for S7, 5/21/18 for O1, 7/20/18 for S10, 7/26/18 for S8, 7/27/18 for S10, and 7/25/18 for S1.

### 1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment.

#### Finding:

1515-A.2 Based on record review: 5 of 5 children's records lacked a signed and dated parental authorization to secure emergency medical treatment. There was no written emergency medical authorization for C1, C2, C3, C4, and C5.

### 1515-B: Consent to Release

Not Met

1515-B: Consent to Release. The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent shall be obtained from the parent and updated as changes occur.

#### Finding:

1515-B Based on record review: The center has no record of written consent provided by parents stating that the center can release any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. There was no consent to release in file for C1, C2, C3, C4, and C5.

### 1707-A.1&2: Required Staffing - Director/ Director Designee

Not Met

1707-A.1&2: Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the day time hours of operation (prior to 9:00 p.m.).
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

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### Finding:

The Provider did not have a qualified Director or Designee who is an on-site full time staff person at the center during the day time hours of operation (prior to 9:00 p.m.) and responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met. O1 left employment with center on 5/22/2018.

### 1709-B.1-6: Director Qualifications

**Not Met**

1709-B.1-6: The director/director designee shall have documentation of at least one of the following upon date of hire as director or director designee:

1. a bachelor's degree from an accredited college or university with at least 12 credit hours of child development or early childhood education or elementary education or a related field, and one year of experience in a licensed early learning center or comparable setting, subject to approval by the Licensing Division;
2. an Associate of Arts degree in child development or a closely related area, and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division;
3. a National Administrator Credential and one year experience in a licensed early learning center, or comparable setting, plus 6 credit hours in child care, child development or early childhood or 90 clock hours of training in child care, child development or early childhood, subject to approval by the Licensing Division;
4. a Child Development Associate Credential (CDA) and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division;
5. a diploma from a post-secondary technical early childhood education training program approved by the Board of Regents or correspondence course approved by the Licensing Division and one year of experience in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; or
6. three years of experience as a director or staff in a licensed early learning center, or comparable setting, subject to approval by the Licensing Division; plus six credit hours in child care, child development or early childhood education, or 90 "clock hours" of training in child care, child development or early childhood approved by the Licensing Division. Up to three credit hours or 45 clock hours may be in management/administration education.

### Finding:

1709-B.1-6 Based on record review: The center failed to have documentation showing that the acting director, S1, has the minimum qualifications upon date of hire to be the center's director or director designee.

### 1715-A.4: Child Care Criminal Background Check

**Not Met**

1715-A.4: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

4. documentation of a CCCBC-based determination of eligibility for child care purposes from the department.

### Finding:

1715-A.4 Based on record review: There was no documentation of a CCCBC on file and available for review for S1 as of 7/16/18. S1's date of hire was 7/16/18 and attendance records show that she was on the premises. S1's CCCBC is dated 7/17/18.

### 1811-D.2-3: Provisional Employment for Staff Members of Early Learning Centers

**Not Met**

1811-D.2-3: 2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

- a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
- b. The center must designate a monitor for each provisionally-employed staff member present at the center.
- c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
- d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
- e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
- f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
- g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.

3. The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

### Finding:

1811-D.2-3 Based on record review: S1 is designated as a provisionally employed staff member. S7, the designated monitor, failed to perform at least one visual observation of S1 every 30 minutes on 7/30/18, 7/31/18, and 8/1/18. S7, the designated monitor failed to remain within close enough physical proximity of their designated provisionally-employed staff member, S1, to be able to intervene at any time if intervention is needed.

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### 1901-C: End-of-Day Check

Not Met

1901-C: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

#### Finding:

1901-C Based on record review: The center failed to do an end-of-day visual check of center as documented on 5/4/18, 5/7/18 - 5/9/18, 5/21/18-5/24/18, 5/29/18 - 5/31/18, 6/1/2018 and 8/1/2018.

### 1901-M: Strings and Cords

Not Met

1901-M: Strings and cords, including but not limited to those found on equipment, window coverings, televisions and radios, shall be inaccessible to children under age 4.

#### Finding:

1901-M Based on observations: Strings and cords were accessible to children under age 4 as specialists observed in 3 of 4 classrooms. The center failed to restrict child access to the air conditioning electrical cords.

### 1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

1921-A Based on record review: The center does not have a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies.

### 1921-E: Tornado Drills

Not Met

1921-E: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

#### Finding:

1921-E Based on record review: Center does not have documentation showing that a tornado drill has been conducted at least once per month during the months of March, April, May, and June 2018 at various times of the day including all children and staff.